



Administrative Assistant to the Selectmen

Stu Marckoon
606 Douglas Hwy
Lamoine, ME 04605
(207) 667-2242

town@lamoine-me.gov

To: Selectmen, Budget Committee
From: Stu Marckoon
Re: Administration Budget
Date: October 24, 2008

Here's the first, rough, draft of the Administration Budget for FY 2009/10. Let me explain each line.

Administration Salaries – Selectmen – no increase is proposed in the salaries for the Board of Selectmen.

Administrative Assistant – Last year we used the average CPI comparison from July to June for each fiscal year. I've attached the listing from the Bureau of Labor, and the spreadsheet analysis of that, and it comes out to a 3.5% increase for inflation. I've plugged that into my salary. I've also printed out a page from the 2008 MMA Salary Survey with similar populations served. The proposed salary of \$45,230 plus health insurance is a little on the low end for similar communities.

Benefits – I've multiplied the bi-weekly cost for health insurances (267.03) by the 26 pay periods to come up with \$6,950 (rounded).

Town Clerk/Tax Collector – Jennifer is currently making \$11.30/hour. She has become a certified Town Clerk, and now has 5-years of experience. In my estimate she is grossly underpaid. I've printed off the page of town clerk pay from the MMA Salary Survey. All things being equal, the pay rate ought to be about \$14/hour to remain competitive with other communities.

As a part time employee, here's how it would work out for cost/hours

Day	Hours	Yearly Hours	\$14/hour
Wednesday	7	364	\$5,096.00
Thursday	8	416	\$5,824.00
Friday	8	416	\$5,824.00
Saturday	4	60	\$840.00
Training	8	32	\$448.00
Total		1288	\$18,032.00



Administrative Assistant to the Selectmen

Stu Marckoon
606 Douglas Hwy
Lamoine, ME 04605
(207) 667-2242

town@lamoine-me.gov

Assistant Clerk/Tax Collector – We hired Diane Carter this fall at an initial rate of \$10/hour, and once she's past her probationary period, that rises to \$10.50/hour. The MMA Salary Survey shows similar sized town pay all over the scale. A competitive Rate would seem to be about \$11.50/hour, and the calculation for that is as follows:

Day	Hours	Yearly Hours	\$11.50/hour
Monday	7	364	\$4,186.00
Tuesday	7	364	\$4,186.00
Saturday	4	60	\$690.00
Training	8	32	\$368.00
Total		820	\$9,430.00

While the hourly rate is a bit higher than budgeted for the current fiscal year, the total budget is a bit lower because of fewer hours worked.

Assessors – I've not proposed any change for pay for the elected Board of Assessors. There are still issues about the equality of the work performed, but I'm not sure that the Budget is the appropriate forum for that discussion

Health Officer – No change is proposed – this amount is the state mandated minimum pay.

Election Workers – After having 4-town meetings in 5 months, we blew the 07/08 budget and will blow the 08/09 budget. I've built in two extra town meetings/elections in addition to the town meeting and November election. The analysis is as follows, and actually works out to a decrease from the current fiscal year.

	# Clerks	Hours	total Hours	\$10/hour
November 09	2	15	30	\$300.00
Town Mtg 2010	2	19	38	\$380.00
Validation	2	12	24	\$240.00
Extra 1	2	12	24	\$240.00
Extra 2	2	12	24	\$240.00
Total Ballot Clerks				\$1,400.00



Administrative Assistant to the Selectmen

Stu Marckoon
606 Douglas Hwy
Lamoine, ME 04605
(207) 667-2242

town@lamoine-me.gov

Moderator

Town Mtg 2010	\$200.00
Validation	\$75.00
Extra 1	\$75.00
Extra 2	\$75.00

Total Moderator	\$425.00
------------------------	-----------------

Total Election Workers Budget	\$1,825.00
-------------------------------	------------

Total Salaries – The total salary line is up a hair over 5%, with only an increase for the clerk, me, and the benefits.

ADMINISTRATIVE EXPENSES

Electricity – Running the figures for the past 12-months shows we average roughly \$225/month for electricity, which would bring the bill to \$2,700 for the year with a bit of an increase thrown in from the actual (\$2,556.15) from FY 2008.

Machine Maintenance – this is the line for contracted copier maintenance. This seems to be creeping up in recent years, and a \$100 increase is built into the proposed budget. We've gotten our money's worth this year – the repair man has been here 4-times in the past month and a half to fix broken stuff!

Travel/Education – We spent \$3,416.68 in FY 2008 for travel. The bulk of this is to reimburse employees for trips to the bank daily, other work related travel, and for travel to and from training. The mileage rate this year went from \$0.43 per mile to \$0.50/mile based on a hybrid of the IRS/State rate. That represents a 16% increase. With the cost of fuel dropping lately, it's not clear what this will do to the mileage rate, but a 10.29% increase is built in.

Postage – With tax bills now due twice a year, our postage costs are going to zoom up when we send out reminders in January on unpaid balances. The estimated \$650 increase is attributed to that effort, based on approximately 1,500 tax bills at 42-cents each. I've not heard whether postal rates are going up or not.

Office Supplies – Based on the past couple of years, this has dropped down by \$100.

Advertising – The big cost for the current year was advertising for a new assistant clerk. This fluctuates a bit, depending on the needs.



Administrative Assistant to the Selectmen

Stu Marckoon
606 Douglas Hwy
Lamoine, ME 04605
(207) 667-2242

town@lamoine-me.gov

Telephone – We've converted the town hall phone over to cable which is about \$35/month, and the cell phone is about \$30/month. At \$65/month for 12 months, \$800 should cover the costs. That's down \$220 from the current fiscal year budget.

Lien Costs – These costs will be offset by corresponding income. Best guess is \$2,000, same as the current fiscal year.

Lien Costs – Wages – The reason this is broken out is so that FICA and Medicare can be figured. These are the fees paid to the tax collector and treasurer per state statute. Again, no change from the current fiscal year and the cost is offset by the corresponding income.

Heating Oil – Rubbing the crystal ball here.....we budget for 1,000 gallons of heating fuel for the town hall, though on average we've used 821.74 gallons over the past 12-years. The gallons aren't the problem – it's the price. I'm guessing \$4/gallon? We went with the school department's pre-buy price of \$3.62 a gallon this year and now we look kinda dumb as the price continues to plummet.

Dues/Membership– This includes our dues to belong to Maine Municipal Association, the MDI League of Towns, the Maine Town & City Management Association, the Maine Town & City Clerk's Association and the Maine Municipal Tax Collectors and Treasurer's Association. We were over \$2,400 last year, so that's bumped up \$100.

Banking Costs – The First charges us a small amount each month for the number of checks/on-line activities we conduct. It's generally less than \$5/onth, so \$50 should be adequate.

Tax Maps – The cost for this is for the annual map updates by RJD Appraisal. This might be a big high, depending on the number of changes to the tax maps due to subdivisions and the like.

Books & Publications – The bulk of this is for the excise tax pricing guides which cost just over \$200 this year. A subscription or two to the Maine Townsman is included in this line.

Records Preservation – No change from the current fiscal year. We'll get some more of this done.

Legal Fees – No change from the current fiscal year. So far we've been able to stave off serious legal trouble.



Administrative Assistant to the Selectmen

Stu Marckoon
606 Douglas Hwy
Lamoine, ME 04605
(207) 667-2242

town@lamoine-me.gov

Other Election Costs- This covers local absentee ballot envelopes, food for election workers on Election Night, and other incidental election related costs. No change from the current fiscal year.

Audit- This is the contract price from Jim Wadman's office. This is the last year of the 3-year contract.

Assessing – Appraisal – The Assessors used \$3,050 the last fiscal year. We bumped this line up to \$5,300 for the current fiscal year to help cover in-house quarter review work. No change is proposed, but I've not spoken with the Assessors about this.

Quarter Review – This effort is included in the appraisal line now.

Town Report/Meeting – We spent nearly \$1,500 for the town report in the last fiscal year. A \$300 increase is proposed, and we'll probably produce fewer town reports as we have a lot left over.

Miscellaneous- Though we had no money budgeted in this line, I've spend \$31 on a background check for a job applicant this year. Last year we spent \$99, this was for deed copies from the Registry of Deeds. Those had been booked under some other account in previous years.

Flag Program – We didn't have to replace any flags in the past fiscal year, but we did have to get some hardware. \$200 will buy about 5 flags and poles if need be.

Newsletter – The Ellsworth American has been charging \$225 per newsletter. I might expect a small increase in the next fiscal year.

Sales Tax – This is paid on photocopy sales, and \$25 is generally adequate.

Total Expenses – This section is up \$2,880, about a third of that attributable to heating oil speculation.

General Assistance – We saw a spike in cases when Bangor Hydro started sending out disconnect notices. Things have quieted a bit this fall, but I suspect heating concerns will bring in a few cases over the winter. We had been at \$3,000 for several years, but had cut that back. I'm proposing to restore it to the \$3,000 level.



Administrative Assistant to the Selectmen

Stu Marckoon
606 Douglas Hwy
Lamoine, ME 04605
(207) 667-2242

town@lamoine-me.gov

FICA/Medicare – this is not a firm number until all the salaries are plugged into the budget. This is the employer's share of Social Security and Medicare. Until all the salaries are plugged in, this number will be understated.

Property & Casualty – It looks like we'll be spending about \$7,100 for the current fiscal year. I've bumped that up \$200, which is down from the current budget.

Public Officials Liability- No change is proposed from the current fiscal year, \$3,100 which has been pretty steady the past two years.

Workers Comp – We spent \$2,527 on Workers' Comp the last fiscal year. I've proposed keeping that steady for the next fiscal year at \$2,600.

Volunteer Coverage – We cover all the volunteer boards for the town should they get hurt going to or from a meeting or in the course of their service. That works out to about \$600/year.

Unemployment – Given the state of the economy, our streak of good unemployment numbers will likely end. We've spent \$502 this fiscal year so far, but we generally get a big rebate. I'm in hopes \$500 will be enough when the rebate is figured in.

Deductible Fund – We have \$5,525 in the fund. If we add \$750 more, that'll bring us to \$6,000 which is a little more than 2 claims. It's a \$250 reduction from the current fiscal year.

Total Insurances – We should be about even on insurances with the exception of FICA and Medicare.

Equipment – The computer in the clerk's office needs to be upgraded – it's very slow at times. I've budgeted \$700 for that, and \$1,000 for software upgrades (we should update our database program, it's a Windows 95), and upgrade the accounting program, though I believe I have money in this year's budget to do that.

Maintenance – Furnace – This should cover the maintenance contract on the furnace.

Lighting – No change from the current year – covers bulb replacement. We shouldn't have to change too many bulbs- all the fixtures inside were upgraded.



Administrative Assistant to the Selectmen

Stu Marckoon
606 Douglas Hwy
Lamoine, ME 04605
(207) 667-2242

town@lamoine-me.gov

General Maintenance – This is for cleaning supplies, etc. We had budgeted \$200 in FY 2008, and used nearly all of that. It was dropped back this fiscal year. I'm proposing back up to \$200.

Grounds – No change from the current fiscal year. I'm not sure what the addition of the Veterans Memorial will do to the costs at this point, but it shouldn't add that much more.

Keys & Locks – My plan is to change the locks and vault combination during this fiscal year. We should not have to do it again next year.

Total – Total building/grounds maintenance is down \$100.

TOTAL ADMINISTRATION – The proposed administration budget is up roughly \$6,000 or 3.91%. Salaries and heating oil are most of the proposed increase.

Respectfully submitted,

Stu Marckoon, Adm. Asst.